

Building Inspector

Department: Community Development

DRAFT

SUMMARY: Promotes the health and safety of the public and private sector of the City by maintaining minimum building standards through the plan review and inspection process.

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

Coordinates and conducts building and site field inspections for new construction, repairs, and remodeled constructions projects; verifies that all aspects and in compliance with code and ordinances; investigates complaints; issues citations and fines as needed.

Reads plans and documents and interprets building codes and regulations; advises on related construction installations and materials; maintains communication with builders and contractors to ensure projects are completed according to schedule.

Reviews building plans, specifications, and checks calculations of projects for code compliance; prepares and maintains records and reports regarding plan review process and results.

Maintains certifications in International Building Codes for commercial and residential buildings; attends continuing education and training in the fields of building inspection and plan review.

Assists animal control in various duties as required.

KNOWLEDGE AND SKILLS:

Demonstrated Knowledge of:

City, State, Federal and Department laws, procedures, policies and guidelines; City Code; Building Codes; National Electrical Code; City ordinances, Occupational Safety and Health Administration (OSHA) standards and regulations.

Building construction methods and materials

Basic principles of structural design and engineering mathematics.

Safety rules and regulations, occupational hazards, and safety precautions.

Skill in:

Establishing and maintaining cooperative working relationships with coworkers and other individuals in contact during the course of work; communicating clearly and concisely; following instructions.

Operating a personal computer utilizing standard software such as Microsoft Office and specialized software; functioning standard office equipment.

Interpreting and correctly applying laws, ordinances, codes, and regulations.

Reading and interpreting maps and building and construction plans.

MINIMUM QUALIFICATIONS:

High school diploma or GED equivalent; AND two (2) years of experience in construction or related field; OR an equivalent combination of education, training, and experience.

LICENSE, CERTIFICATION AND/OR SPECIAL REQUIREMENTS:

Candidates who are selected for appointment are required to be fingerprinted, if 18 or older; successfully complete a background investigation, employment verification and may be subject to a drug test, medical, polygraph and/or psychological evaluation. Candidates who are appointed will be required to possess a valid driver's license to operate a vehicle, or meet the transportation needs of the position.

State of Texas Plumbing Inspector Certification.

International Code Council (ICC) Certified: Plumbing Inspector, Building Inspector, Electrical Inspector, and Mechanical Inspector.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed outdoors and various types of buildings. May require frequent standing, walking, bending, stooping, sitting and operation of a personal computer. May be required to perform a full range of motion with lifting and/or carrying items weighing up to 25 pounds. Operation of a vehicle is required.